



NOAA Enterprise Messaging System Policy Briefing

Enterprise Messaging Committee

05/31/05



Outline



- Purpose
- Issue
- Background
- Policy and Scope
- Policy Guide Highlights



Purpose



- Brief the NOAA CIO Council on the new NEMS Policy and the updated NEMS Policy Guide



Issue



- NEMS Policy created
 - Provide formal authority for NEMS Guidance
 - Replace collection of memos from NOAA management (DUS and CIO)
- NEMS Policy Guide updated
 - Previously updated in February of 2002
 - Consolidation of guidance issued over the last three years



Background



- NEMS formed in 1998 with the approval of the DUS (Scott Gudes)
- NEMS Guidance document created upon implementation
- NEMS Guidance document last updated in February 2002
- Additional guidance added over the last three years to NEMS website and via memo's from the NOAA CIO



Policy and Scope



- **Policy**

- Employees must use NEMS provided services for directory, email, and electronic calendar
- NEMS services must be used in accordance with the NEMS Policy Guide

- **Scope**

- Policy does **NOT** apply to directory services that are used for functions not related to email
- Policy does **NOT** apply to email services that are not used for employee mailboxes (i.e. email data service like AWIPS)



Policy Guide Highlights



- **Standards**
 - Policy formalizes requirement for all employees to use @noaa.gov address and no longer use @site.noaa.gov address (NOAA CIO's memo May 2004)
 - Establish Thunderbird as the standard email client (CIO Council decision February 2005)
 - Maximum message size increased to 35MB (from 20MB)
- **Security**
 - ALL access to NEMS services over open networks MUST use secure protocols
 - MOC will issue server certificates for any server utilizing NEMS
 - Employees (or their managers) are required to notify email administrators of a change in their account status 72 hours in advance (e.g transfers, retirements, terminations, etc)
 - E-mail administrators are required to close accounts within 24 hours of employee separation
- All Waivers must be approved by the NOAA CIO